



BUDGET INTRODUCTION

FY 2021-22 BUDGET PREPARATION CALENDAR

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
May 24, 2021	Adopt budget preparation calendar; schedule village council goal setting work sessions	Village Council
May 31, 2021	Distribute budget preparation instructions to department heads	Village Administrator
May 26 – June 9, 2021	Conduct village council goal setting work sessions	Village Council
June 30, 2021	Submit departmental budget requests, fee schedules, CIP schedules, and supporting documentation to Village Administrator	Management Team
June 30, 2021	Submit preliminary revenue estimates for all funds to Village Administrator	Village Treasurer
July 1 – 16, 2021	Meet with department directors to review departmental budget requests	Village Administrator, Treasurer, and Clerk
July 19 – 30, 2021	Meet with department directors to review necessary adjustments to departmental budget requests	Village Administrator and Village Treasurer
August 2 – 20, 2021	Prepare Village Administrator's final proposed budget	Village Administrator and Management Team



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<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
August 23, 2021	Present proposed budget to Village Council; schedule council budget work sessions; schedule budget public hearing	Village Administrator and Village Council
August 24, 2021	Publish notice of budget public hearing	Village Clerk
August 24, 2021	File and make available copy of proposed budget at Office of Village Clerk	Village Clerk
August 25 – September 3, 2021	Conduct council budget work sessions	Village Council
September 6, 2021	Planning commission review and approval of Capital Improvement Program (CIP) as required by state law	Village Administrator, Planning Commission, and Zoning Administrator
September 6 – 10, 2021	Prepare final proposed budget	Village Administrator and Management Team
September 13, 2021	Hold public hearing on proposed budget; adopt resolution approving budget and CIP	Village Council
September 13, 2021	Introduce Water and Sewer Rates resolution (if necessary) and schedule public hearing	Village Council
September 13, 2021	Introduce annual comprehensive village fee schedule resolution	Village Council
September 27, 2021	Hold public hearing on Water and Sewer Rates resolution; adopt rates	Village Council



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<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
September 27, 2021	Adopt annual comprehensive village fee schedule	Village Council
October 1, 2021	Fiscal year begins; budget takes effect	
February 25, 2022	Submit preliminary property assessments to Village Treasurer and Village Administrator	Blissfield Township Assessor
March 25, 2022	Submit final Board of Review property assessment figures to Village Treasurer	Blissfield Township Assessor
June 13, 2022	Hold Truth-In-Taxation public hearing if required; adopt millage rates	Village Council
June 17, 2022	Certify tax levy to Blissfield Township Assessor/Lenawee County Equalization	Village Treasurer/Village Clerk
July 1 – September 14, 2022	Collect property taxes	Village Treasurer
September 30, 2022	Fiscal year ends	